



**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
SHRI MATA VAISHNO DEVI SHRINE BOARD, KATRA**

Central Office, Jammu Road, Katra (J&K) – 182301.

e-mail: [purchase\\_sec@maavaishnodevi.net](mailto:purchase_sec@maavaishnodevi.net), [aceov@maavaishnodevi.net](mailto:aceov@maavaishnodevi.net)

**No.: CO/Pur/Civil/25/174/1511**

**Dated: 16.09.2025**

**Request for Inviting Quotations (RFIQ)**

For and on behalf of Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers are hereby invited from the OEM or their authorized distributors, dealers for furnishing the rates of following Steel Material (CGI Sheets):

Description of Item	Specifications	Brand / Make	Req. Qty
CGI Sheet 22 to 24 Gauge	22 gauge: {0.80 x 810 or 900 x 3000mm} 24 gauge: {0.63 x 810 or 900 x 3000mm}	Ispat / Bhushan / Jindal / JSW / Tata / SAIL / Kamdhenu	22,000 kg

**Terms and conditions:**

**1. Documents to be submitted:**

- i) GST Certificate.
- ii) The prospective bidders shall have to submit the OEM / dealer / distributor certificate along with the sealed quotation.

**2. Validity:**

The validity of quotation should be 30 days from the last date prescribed for submission.

**3. Rates:**

- (i) The rates should be NET inclusive of GST, loading, unloading, labour charges, toll tax and other taxes / charges and F.O.R. Engineering Store, Banganga.
  - (ii) The participating firms are advised to quote NET rates (per kg) inclusive of all taxes, charges and F.O.R. Engineering Store, Banganga, Katra. (Rates excluding GST and Ex-Shop shall not be considered even after opening of the quotation).
4. The conditional, illegible, ambiguous quotation (s) and quotation (s) received after the stipulated date and time shall be out rightly rejected.
5. **Delivery:** The delivery period shall be **20 days** from the issuance of Purchase Order. Before participating, the competing firm must ensure that it has the capacity to meet the delivery period criteria. The Shrine Board may or may not extend the delivery period.
6. **Earnest Money Deposit:** Prospective bidders shall have to submit **Earnest Money Deposit** in the shape of CDR/FDR amounting to **Rs. 35,000/- (Rupees Thirty Five Thousand only)** pledged to FA/CAO, SMVDSB, Katra or transfer the amount through **NEFT** in the official account of SMVDSB Account No. 0235040500001804, IFSC - JAKA0KATTRA ("0" Zero). EMD in the shape of Demand Draft shall not be accepted. **Also, no exemption for non submission of EMD is allowed.**
7. Furnishing of EMD for an amount less than the stipulated amount mentioned in the RFIQ or quoting the exemption as Small Scale Industries or any other reason shall not be entertained and the quotation / offer submitted by the firm shall be rejected out-rightly.
8. The EMD of the successful bidder shall be retained as Security Deposit which shall be released only after the successful delivery of the material.
9. The EMD of the unsuccessful bidders shall be released after the issuance of Purchase Order in favour of the successful firm.

10. **Selection Criteria:**

- The firms which are found technically eligible as per the evaluation of the technical bid shall be considered for opening of the financial bid.
- The firm that emerges as the Lowest bidder (L-1) in the financial bid shall be selected, subject to fulfillment of all terms & conditions of the RFIQ.

11. The material shall be supplied strictly as per the required brands & specifications mentioned in the RFIQ. No change in the Brand shall be accepted even after issuance of Purchase Order. Any change in the Brand shall outrightly be rejected even after opening of Quotation / issuance of Orders. **Kindly note that the ISI is not a brand** of the product.

12. Relevant documents viz. Test certificates, BIS / IS Certificate etc in respect of said material shall be submitted at the time of supply without which the material shall not be accepted.

13. **INSPECTION / LIFTING BACK OF REJECTED SUPPLIES:**

- a. On receipt, the material shall be inspected / checked by our Inspection Committee and if found of inferior quality/defective, the same will be rejected and the Board shall be at liberty to have the same procured from open market at the risk & cost of the supplier whereby the original supplier shall be liable to pay the extra cost, if any, involved in the process. The Competent Authority, however, may accept the replaced material within the delivery period if it conforms to the approved specifications.
- b. The rejected material shall have to be lifted by the supplier at his own risk and cost within a week's time, failing which storage charges @ 2% per day shall be imposed against the supplier for a period of one week. The penalty amount shall get doubled for each subsequent week and the rejected material in the stores shall be at the risk of the firm. Beyond one month the material shall be auctioned and storage charges shall be recovered from the supplier @2% per day. The amount acquired on account of auctioning shall be deposited to SMVDSB Account.

14. **Penalty:** Following penalties (calculated on the value of unsupplied material) shall be imposed for delay beyond the prescribed delivery period, unless exempted by the competent authority for valid reasons to be brought on record.

- a. upto 7 days @ 0.5%
- b. From 8th day to 15th day @ 1%
- c. From 16th day to 22nd day @ 1.5% and
- d. From 23rd day to 30th day @ 2% shall be imposed on each pending item as per the approved rate/quantity mention in the purchase order of the value of the pending supplies.
- e. After 30 days of delay, the purchase order shall be deemed to have been cancelled to the extent of unsupplied material and the material shall be procured from alternative sources at risk and cost of vendor.

**Note:** Despite cancellation of Purchase Order as stated above; for any valid reason to be brought on record, the Competent Authority may grant extension in the stipulated delivery period; with or without penalty. (Amount to be decided by the Competent Authority).

15. **Payment:** No Advance payment shall be made. The payment shall be made after receipt and inspection / acceptance of complete material against a Purchase Order, at the Engineering Store, Banganga within a period of 20 days from the date of issuance of GR.

16. **Force Majeure:**

Any failure or omission to carry out the provisions of the order shall not give rise to any claim by one party against the other, if such failure or omission arises from an "Act of God" which shall include all acts of Natural Calamities such as fire, flood, earthquakes, hurricanes, pandemics or any pestilences or from civil strikes, compliances with any statute or regulations

of the Government lock outs and strikes, riots, embargoes or from any other reasons beyond the control of the parties.

17. **Jurisdiction:** All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.

18. **Rights reserved by SMVDSB:** The Competent authority of SMVDSB reserves the right:

- i. To cancel / terminate the RFIQ / Purchase Order during the period of its validity without assigning any reason thereof.
- ii. Grant of extension with or without imposing penalty, as deemed fit.
- iii. To visit the premises of the bidder to verify the production capacity of the bidder / quality of products.

19. **Debaring:** In case the material is not supplied even after the lapse of penalty period, the purchase order deemed to have been cancelled and the firm shall be debarred from any further dealing with SMVDSB for a period of 03 years along with forfeiting of EMD without any further correspondence.

20. This is just a RFIQ and not a Purchase Order.

21. The broad terms and conditions have been included. However, other standard terms and conditions of supply may be incorporated in the Purchase Order to be issued in due course.

22. **Others**

- a. The supplier shall have to mention the GST No. (01AAETS9822J1ZC) of SMVDSB while raising their bill of supplies. While filling GSTR-I, the supplier shall classify the supply / service made to Shrine Board under Business to Business (B to B) Sales. The successful bidder shall also mention six digit HSN code of the material to be supplied. In case the successful bidder doesn't upload / mention the bill under B to B, the GST amount levied in the bill shall not be paid.
  - b. The supplier shall file GSTR1 and 3B within the due dates prescribed under the CGST / SGST ACT 2017 so as to enable SMVDSB to claim timely input credit. In case of default, Interest @ 2% per-month of tax amount shall be charged and recovered from the defaulting supplier.
  - c. In case the successful bidder is filling GST return on quarterly basis, they must file the Invoice Furnishing Facility (IFF) on monthly basis for Bills to Shrine Board.
23. No escalation in the basic rate of item shall be allowed by SMVDSB during currency of Contract. If the rate of GST is increased/ decreased or a new tax is introduced or an existing tax is abolished or any change in interpretation or application of any tax occurs in the course of performance/evaluation of contract, which was or will be assessed on the bidder in connection with the performance of the contract, an equitable adjustment of the contract price shall be made to fully take into account any such change by addition to the contract price or deduction there from as the case may be. However no escalation in the basic cost of the item shall be allowed during the currency of the contract.

25. **Procedure for submission of Bid:**

Bidders are required to submit their bids under a **Two-Bid System**, comprising:

- **Cover – I: Technical Bid**
- **Cover – II: Price Bid**

**(A) Cover – I: Technical Bid:**

The technical bid shall include all supporting documents as per Clause 1 & 6 of the RFIQ document.

**(B) Cover – II: Price Bid:**

- The **Price Bid** must be submitted as per **Annexure – “A”**

- The Price Bid must be absolute and unconditional.
- Conditional bids shall be summarily rejected.
- The Price Bid will only be opened for bidders who have qualified in the technical bid evaluation.
- Rates must be quoted strictly as per the prescribed format without any deviation.

**(C) Submission Method:**

Both the **Technical Bid (Cover – I)** and the **Price Bid (Cover – II)** must be **sealed in separate envelopes super scribed as “Quotation for the procurement of Steel Material (CGI Sheets) against RFIQ NO. CO/Pur/Civil/25/174/1511 dated: 16.09.2025 and submitted in-person at the office of SMVDSB, Katra by 3:00 PM (15:00 Hrs) on 24.09.2025** or sent via **Registered Post /Speed Post/ Courier** addressed to:

**Asstt. Chief Executive Officer (VB)  
Shri Mata Vaishno Devi Shrine Board  
Central Office, Jammu Road, Katra (J&K) – 182301**

- **Bids received after the due date and time will not be considered** under any circumstance.

26. The quotations shall be opened by the Committee, at Central Office, SMVDSB, Katra in the presence of the bidders who may choose to remain present.

27. The Shrine Board shall not be responsible for any postal delay. Any conditional offer OR offers which are not appropriately sealed as per the format, as explained above, OR offers received after the stipulated date and time, shall not be entertained. Any cutting or overwriting in the Documents will also make the bid liable for rejection.

**Sd/-  
(Vipan Bhagat), JKAS  
Asstt. Chief Executive Officer**

**Seal and Sign of the firm**

**\*Please read terms and conditions before submitting the quotation.**

(On the letter head of the firm)

**PRICE BID**

To,

**The Asstt. Chief Executive Officer (VB),**  
Shri Mata Vaishno Devi Shrine Board, Katra.

**Subject: Quotation for the Procurement of Steel Material (CGI Sheets)**

**RFIQ No: CO/Pur/Civil/25/174/1511 Dated: 16.09.2025**

Sir,

I, \_\_\_\_\_ representative / proprietor from M/s \_\_\_\_\_ hereby submit my following rates as per the specification / UOM / requirement of Shrine Board, **NET rates inclusive of GST, freight, loading / unloading, toll tax and other taxes / charges F.O.R. Engineering Store, Banganga, Katra:-**

Description of Item	Brand / Make Offered	Net rate inclusive of GST, loading, unloading, labour charges, toll tax and other taxes / charges and F.O.R ES, Banganga, Katra.	
CGI Sheet 22 gauge: {0.80 x 810 or 900 x 3000mm} 24 gauge: {0.63 x 810 or 900 x 3000mm}			per kg.

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms and conditions mentioned in the RFIQ which are being signed in token of my acceptance. We hereby undertake and confirm that I/we have understood the specifications properly and shall supply the material as per the required specifications to SMVDSB.

I further affirm that in case, I fail to abide-by the conditions or upto the entire satisfaction of the Shrine Board; I shall be liable to the penalties under rules. I further hereby declare that my firm is not blacklisted.

Yours faithfully,

Seal &amp; Signature \_\_\_\_\_

M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact No: \_\_\_\_\_

Full Address: \_\_\_\_\_

E-mail Id: \_\_\_\_\_

**\*The price to be quoted / offered on the letter head of the firm only as per the price bid format.\***